


Business Services Online Tutorial

How to use Request Resubmission Extension

Step 1: Login to Business Services Online via the Business Services Online Welcome Page.

Step 2: Select the 'Request Resubmission Extension' link from the Business Services Online Home Page.

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Social Security Online
Business Services Online
Social Security's Business Services Online (BSO)

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[Welcome to the Business Services Online.](#)

HERBERT MILLAY

Your BSO Registration password will expire on **10-04-2003**.

The BSO allows employers or their authorized representatives to perform the following services.

Wage Reporting Services:

Submit a Wage File


- ▶ [Submit an electronic file containing annual wage data](#)
- ▶ [Submit an electronic file containing annual wage data, using a digital certificate.](#)

W-2 Online

- ▶ [Create W-2s](#)
Manually create, print, and submit your Forms W-2 and Form W-3.
- ▶ [Resume unsubmitted W-2s](#)
Continue processing your unsubmitted W-2s.
- ▶ [Download Submitted W-2s](#)
Download a printable version of your submitted Forms W-2 and Form W-3. This printable version can be saved to your PC. (This feature is only available for Forms W-2 and Form W-3 created with W-2 Online within 30 days of the date of submission.)
- ▶ [View Status / Errors / Notice Information](#)
View current status, resubmission notices, and error information for previously submitted wage data.
- ▶ [Acknowledge Resubmission Notice](#)
Acknowledge that you have received a notice asking you to resubmit your wage data.
- ▶ [Request Resubmission Extension](#)
Request a one-time 15-day extension of the deadline for resubmitting your wage data.

Step 3: The Request Resubmission Extension page will display.

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Request Resubmission Extension

Use this form if you need to request a one-time 15-day extension of the deadline for resubmitting your wage data. This page only applies if the Social Security Administration has sent you a notice requiring you to resubmit your data. Before requesting an extension, you must first [acknowledge receipt](#) of the resubmission notice.

Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID) or Tape Library Control Number (TLCN), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration.

EIN:	<input type="text" value="000000000"/>
WFID / TLCN:	<input type="text" value="301588"/> - <input type="text" value="01"/>
Receipt Year:	<input type="text" value="2002"/>

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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Step 4: Enter your Employer Identification Number (EIN), Wage File Identification Number (WFID) or Tape Library Control Number (TLCN), and Receipt Year.

Step 5: Select 'Request Extension' to process request or select 'Cancel' to exit.

Step 6: After you have submitted your request, a Request Extension Acknowledgement Page will display.

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Resubmission Extension Acknowledgment Date: 04-Dec-02 Time: 01:43 PM
Eastern Time

Your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this acknowledgement of receipt for your records.

You have received a 15-day extension for WFID/TLCN 301763 - 01 and Receipt Year 2002.

The new deadline for filing your resubmission is 07/15/2002. The original deadline was 05/01/2002.

If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time.

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Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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(Note: If you have not acknowledged receipt of your notice prior to requesting an extension, you will receive the following error message.)

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Request Resubmission Extension Error

RESUBMISSION CONFIRMATION NOT RECEIVED

We were unable to process your resubmission extension request. You must acknowledge receipt of your resubmission notice before requesting an extension. Please select the button below to acknowledge receipt of your resubmission notice and request a 15-day extension.


[Acknowledge Notice and Request Extension](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.


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If you receive this error message, select 'Acknowledge Notice and Request Extension'. The Acknowledge Notice page will display. Repeat steps 1-5.

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Acknowledge Resubmission Notice

Please type your Employer Identification Number (EIN), Wage File Identifier (WFID) OR Tape Library Control Number (TLCN), and Receipt Year exactly as they appear on the letter you received from SSA.

EIN:

WFID / TLCN: -

Receipt Year:

Choose one of the following:

- ☒ I filed using electronic media (e.g., Online Wage Reporting, Electronic Data Transfer).
- ☐ I filed using physical media (e.g., tape, cartridge, or diskette) and I received my submission in the mail.
- ☐ I filed using physical media (e.g., tape, cartridge, or diskette) and I did not receive my submission in the mail.

[Continue](#) [Cancel](#) [Help](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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